



## **LIBRARY OF VIRGINIA**

### **EDUCATION AND OUTREACH INTERN UNPAID INTERNSHIP OPPORTUNITY – SPRING SEMESTER 2020 PUBLIC SERVICES & OUTREACH DIVISION**

#### **JOB DESCRIPTION**

The Education Department of the Public Services and Outreach Division is dedicated to providing relevant and useful educational material on Virginia's history, culture, and people to the commonwealth's educators, students, and lifelong learners of any age. Our educational outreach programs help cultivate public understanding of the history of the Library, including our mission, collections, programs, and services through events and workshops, web-based content, and tours of our facility.

As an intern at the Library, the selected candidate will have the opportunity to learn from and work alongside the Education Department to:

- Serve as a content contributor for the Document Bank of Virginia (DBVa) project, an online primary resource collection for teachers, students, and educators;
- Edit materials and produce content for teachers, students, and educators;
- Transcribe and analyze historic documents;
- Research historical events and documents from primary source material; and
- Create and write historical context which will be linked to the Virginia Standards of Learning for Public Schools and will support all areas of the Library's programs and services.

The selected candidate's specific internship program will determine the required hours; however, a minimum of 135 hours is required for non-credit seeking candidates. This internship will end late May/early June 2020.

#### **TO PARTICIPATE IN THE LIBRARY OF VIRGINIA'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA**

- Applicants must be able to complete the internship program and attend orientation on designated date and time; and
- Applicants must be eighteen years of age or older and actively enrolled in an accredited university or college; and
- Applicants must submit a short letter of recommendation from a faculty member in their major.

#### **KEY QUALIFICATIONS**

- Must be a currently enrolled junior or senior in a four-year undergraduate degree program OR enrolled in a graduate degree from an accredited college or university;
- Must be a Public History, History, or Public Policy major;
- Possess research competence;
- Excellent organizational skills;
- Excellent oral and written communication skills;
- Ability to work independently and with teams; and
- Basic computer literacy.

## **PREFERRED QUALIFICATIONS**

- A GPA of 3.0 or higher;
- Familiarity with Microsoft Office Applications;
- Some knowledge of current trends in the field of educational instruction; and
- Applicants seeking the internship for course or academic credit are preferred.

## **TO APPLY**

Candidates must submit a completed Virginia state application for position #IN017 online at <https://virginiajobs.peopleadmin.com>. **Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check.** A record of criminal history does not automatically bar an applicant from consideration. Reference checks will be conducted.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act. **An EEO/AA/ADA Employer**